

IPAC Enrollment and Account Modification

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New User Registration

The term “new user” refers to an individual who does not currently have an identity (Single Sign On user ID and password, or SSO account) established to access Treasury applications via the UPS or ITIM provisioning services. If you already have an SSO account with which you access other Treasury applications via UPS or ITIM, proceed to the User Enrollment or Agency Administrator Enrollment section of this guide.

To create an identity (Single Sign On user ID and password), access the FMS Self-Enrollment page at <https://reg.fms.treas.gov/selfenroll/register>. When the page opens, enter information in all required fields (denoted with an asterisk), retype the validation text in the corresponding field, and then click **Submit**.

Note: Access to the IPAC Application requires a government email (no .com emails will be accepted). Email addresses will be reviewed on an ongoing basis.

FMS Self Enrollment

Fields with (*) are required

Legal Prefix	<input type="text"/>
Legal First Name *	<input type="text"/>
Legal Middle Name	<input type="text"/>
Legal Last Name *	<input type="text"/>
Generational Identifiers / Suffix	<input type="text"/>
Title	<input type="text"/>
Email *	<input type="text"/>
Re-Enter Email *	<input type="text"/>
Sponsoring Application *	-- Select --
Organization *	<input type="text"/> <input type="button" value="Search"/>
External Supervisors	<input type="text"/> <input type="button" value="Search"/>
Mobile Phone	<input type="text"/>
Office Phone *	<input type="text"/>
Office Extension	<input type="text"/>
Pager Number	<input type="text"/>
Office Fax	<input type="text"/>
Office Room Number	<input type="text"/>
Office Street Address *	<input type="text"/>
Office Street Address 2	<input type="text"/>
Office City *	<input type="text"/>
Office State *	-- Select --
Office Zip *	<input type="text"/>
Office Country *	UNITED STATES

Please type the text from the image below.

facwing

IPAC Enrollment and Account Modification

User Enrollment

1. Access the **ITIM Self-Service** website at <https://reg.fms.treas.gov/itim/self>. Enter your user ID and password, and then click **Log In**.

The screenshot shows the FMS Enterprise Single Sign On login page. At the top, there is a header with the FMS logo and links for "Change Password", "Forgot your Password?", "Forgot your User Id?", and "Register". Below the header, a "Log In To:" bar shows the URL "https://reg-pps.fms.treas.gov/itim/self". The main content area is titled "Select an authentication method and enter your credentials". On the left, there are three options: "Log In using your FMS:", "SSO User ID and Password", "SecurID Token", and "PKI Certificate". The "SSO User ID and Password" option is selected. On the right, there is a form with fields for "User ID:" (containing "tiususr05") and "Password:" (containing "*****"). Below the password field are "Log In" and "Reset" buttons. There are also links for "Forgot your User Id?" and "Forgot your Password?". At the bottom, there is a warning message: "WARNING WARNING You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law." At the very bottom, there is a footer with links for "Accessibility", "Contacts", and "Privacy Policy", and the text "U. S. Department of the Treasury - Financial Management Service".

2. The **Self-Service** home page will load. To enroll, click the **Request Account** link in the **My Access** section.

The screenshot shows the Self-Service home page. At the top, there is a link for "CHANGE FORGOTTEN PASSWORD INFORMATION" with the text "Use this link if you need to change the information required to log in when you have forgotten your password." Below this, there is a section titled "My Access" with a user icon. Inside the "My Access" section, there are five links: "Request Account" (highlighted with a red box), "Delete Account", "View or Change Account", "Request Access", and "View Access". Each link has a brief description: "Request a new account.", "Delete one of your existing accounts.", "Change one of your existing accounts.", "Request access to items such as accounts and applications.", and "View your access to items such as accounts and applications." Below the "My Access" section, there is a section titled "My Profile" with a link for "View or Change Profile".

IPAC Enrollment and Account Modification

- When the **Request Account** page loads, enter “IPAC” in the **Search for:** field, and then click **Search**.

Request Account

Enter information to search for the type of account you would like to request.

Search for:

IPAC

[Go to Home Page](#)

- When the **Search Results** appear, click **IPAC**.

Search Results

Click the account type that you would like to request.

Account Type 	Description
IPAC	

- When the **Account Information** page opens, click **Details**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID

jsusr05

Admin Role

Modules, Roles, and ALCs

☐

Suspended Due to Inactivity?

IPAC Enrollment and Account Modification

6. When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus in order from left to right to select the appropriate options in the **Module**, **Role**, and **ALC** fields.

NOTE: The **ALC 0** checkbox will be unavailable.

https://ireg-pps.fms.treas.gov/?target_dn=erglobalid%3D2499433232331296036%2Cou%3D0%2Cou%3Dpeop - Windows Internet Explorer

IPAC Access Permissions

Please provide the permissions for this user's IPAC access.

- The **ALC 0** flag will override any value chosen in the **ALC** dropdown box.
- The **RITS Payroll** text box value will override any value chosen in the **ALC** dropdown box.

Module	Role	ALC	ALC 0
<div>BYSLB ENROL IPACB RITSB TRACB</div>			<input type="checkbox"/>
<div><div>IPACB</div><div>Add OK Cancel</div></div>	<div>IPAC User Online Third Party Bulk File Submitter IPAC Supervisor IPAC Reports IPAC System Log</div>		<input type="checkbox"/>
	IPACB	IPAC User	<div>00000343 00000349 00000449 00001001 00001003 00001070 00001071 00001072 00001073 00001074 00001075 00001076 00001077 00001078</div> <input type="checkbox"/>

IPAC Enrollment and Account Modification

7. If selecting the **RITSB** module option, enter the RITS Payroll ID in the appropriate field of the ALC column (if the **RITS Payroll ID** field is populated, the **ALC** field below it should not be populated).

8. After all three fields are populated with your selections, click **Add**. This will add the Module/Role/ALC combination to the **Current Permissions** section.

NOTE: Only one ALC may be selected per row. To add additional modules/roles for the same or other ALCs, move through steps 6-8 as many times as needed. Upon entering each module/role/ALC combination, verify that it appears in its own row under **Current Permissions**. To add additional access at a later time, it will be necessary to follow the instructions in the Account Modification section of this guide.

Module	Role	ALC	ALC 0
ENROL	Agency Administrator (AA)	00000220	<input type="checkbox"/>

Add OK Cancel

Current Permissions

Module	Role	ALC	Remove
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IPAC Enrollment and Account Modification

9. When all needed module/role/ALC combinations appear in the **Current Permissions** section, click **OK**.

Module	Role	ALC	ALC 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Current Permissions



Module	Role	ALC	Remove
ENROL	Administrator	00000220	<input type="button" value="Remove"/>

10. When the **Account Information** page reopens, click **Next**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID

tisusr05

Admin Role

Modules, Roles, and ALCs

☐

Suspended Due to Inactivity?

11. When the **Request Account: IPAC** page appears, click **Request Account**.

Request Account: IPAC

Click Request Account to submit a request for a new account on IPAC

User ID: tisusr05

Account type: IPAC

IPAC Enrollment and Account Modification

12. When the **Request Submitted: Request Account** page appears, click **View My Requests** to view the status of the request.

Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 7632956883220539153
Date submitted: February 25, 2014 10:43:11 AM
Request type: Account Add
Account/Access: tisusr05 on IPAC

Related Tasks

- To check on the status of your request, refer to the **View My Requests** page.
- To create another request, click on **Request Account**.
- To perform other tasks go to the **Tivoli Identity Manager Home** page.

13. When the **View My Requests** page opens, the status of the request will be visible. To view request details, click **Account Add** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request. When the request has been completed (approved or rejected), the status will change accordingly.

IMPORTANT NOTE: Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. Each ALC has at least one Agency Administrator (AA) and one Master Administrator (MA) who approve access requests. If multiple module/role/ALC combinations are submitted, a separate access request will be sent to the appropriate AA/MA for the ALC from each combination, even if the AA(s)/MA(s) are the same for all ALCs to which access was requested.

Because access to a variety of module/role/ALC combinations may be requested within a single submission, it is possible that one of the combinations may have been rejected by the AA and/or MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If you are unable to access IPAC with any module/role/ALC combination(s) you requested, you will need to resubmit an access request for the missing module/role/ALC combination(s) as described in the Account Modification section of this guide.

View My Requests

Click the request type to view its information.

View: Show last 31 days Go

Request Type	Date Submitted	Status	Account/Access
Account Add	February 25, 2014 2:49:33 PM	In Process	tisusr05 on IPAC

Request Information

Request Detail

Request ID: 7696449222154186331
Date submitted: February 25, 2014 2:49:33 PM
Request type: Account Change
Account/Access: auser007 on IPAC

Status Detail: Pending approval

Due date: February 28, 2014 2:49:40 PM
Approvers:

Full Name

Glenda AA
IPAC Test
Milano MA
Sancho AA

Page 1 of 1 Total: 4 Displayed: 4

IPAC Enrollment and Account Modification

Agency Administrator (AA) Enrollment

1. Access the **ITIM Self-Service** website at <https://reg.fms.treas.gov/itim/self>. Enter your user ID and password, and then click **Log In**.

The screenshot shows the 'fms Enterprise Single Sign On' login page. At the top, there are links for 'Change Password', 'Forgot your Password?', 'Forgot your User Id?', 'Register', and a help icon. Below the header, a 'Log In To:' link points to the current URL. The main content area is titled 'Select an authentication method and enter your credentials'. On the left, there are three options: 'Log In using your FMS:', 'SSO User ID and Password', 'SecurID Token', and 'PKI Certificate'. The 'SSO User ID and Password' option is selected. On the right, there is a form with 'User ID:' (containing 'tisusr05') and 'Password:' (containing masked characters). Below the password field are 'Log In' and 'Reset' buttons. Links for 'Forgot your User Id?' and 'Forgot your Password?' are also present. At the bottom, there is a warning message: 'WARNING: You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.' At the very bottom, there are links for 'Accessibility', 'Contacts', and 'Privacy Policy', along with the text 'U. S. Department of the Treasury - Financial Management Service'.

2. The **Self-Service** home page will load. To enroll, click the **Request Account** link in the **My Access** section.

The screenshot shows the 'Self-Service' home page. At the top, there is a link for 'CHANGE FORGOTTEN PASSWORD INFORMATION' with the text 'Use this link if you need to change the information required to log in when you have forgotten your password.' Below this, there is a 'My Access' section. It contains a 'Request Account' link (highlighted with a red box) with the text 'Request a new account.' Below this are links for 'Delete Account' (with text 'Delete one of your existing accounts.'), 'View or Change Account' (with text 'Change one of your existing accounts.'), 'Request Access' (with text 'Request access to items such as accounts and applications.'), and 'View Access' (with text 'View your access to items such as accounts and applications.'). At the bottom, there is a 'My Profile' section with a 'View or Change Profile' link.

IPAC Enrollment and Account Modification

- When the **Request Account** page loads, enter “IPAC” in the **Search for:** field, and then click **Search**.

Request Account

Enter information to search for the type of account you would like to request.

Search for:

IPAC

Search

[Go to Home Page](#)

- When the **Search Results** appear, click **IPAC**.

Search Results

Click the account type that you would like to request.

Account Type 	Description
IPAC	

- When the **Account Information** page opens, click **Details**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID

jsusr05

Admin Role

Modules, Roles, and ALCs

Details

☐

Suspended Due to Inactivity?

< Back

Next >

IPAC Enrollment and Account Modification

6. When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus in order from left to right to select the Agency Administrator options: for **Module**, “ENROL”; for **Role**: “Agency Administrator”; and the necessary **ALC**.

NOTE: The **ALC 0** checkbox will be unavailable.

The screenshot shows a web browser window titled "Windows Internet Explorer" with the URL https://ireg-pps.fms.treas.gov/?target_dn=erglobalid%3D2499433232331296036%2Cou%3D0%2Cou%3Dpeop. The page is titled "IPAC Access Permissions" and contains the following elements:

- A heading: "Please provide the permissions for this user's IPAC access."
- Two bullet points:
 - The **ALC 0** flag will override any value chosen in the **ALC** dropdown box.
 - The **RITS Payroll** text box value will override any value chosen in the **ALC** dropdown box.
- A main form with four fields: **Module**, **Role**, **ALC**, and **ALC 0**. The **Module** dropdown is open, showing a list of options: BYSLB, ENROL (highlighted), IPACB, RITSB, and TRACB. The **Role** dropdown is also open, showing "Agency Administrator (AA)" as the selected option. The **ALC** dropdown is open, showing a list of values: 00000220 (highlighted), 00000300, 00000303, 00000304, 00000307, 00000308, 00000310, 00000312, 00000320, 00000324, 00000343, and 00000349.
- Buttons: "Add", "OK", and "Cancel".
- A section titled "Current Permissions" with a table showing the selected values for **Module** and **Role**.

Module	Role
ENROL	Agency Administrator (AA)

IPAC Enrollment and Account Modification

7. After all three fields are populated with your selections, click **Add**. This will add the module/role/ALC combination into the **Current Permissions** section.

NOTE: Only one ALC may be selected per row. To enroll as an AA for multiple ALCs, move through steps 6 and 7 as many times as needed, selecting a different ALC each time. Upon entering each ALC access request, verify that it appears in its own row under **Current Permissions**. To add AA access for additional ALCs at a later time, it will be necessary to follow the instructions in the **Account Modification** section of this guide.

If you need other IPAC roles outside of the AA designation, you can also select them from this screen by following the steps above.

Module	Role	ALC	ALC 0
ENROL	Agency Administrator (AA)	00000220	<input type="checkbox"/>

Add

Current Permissions

Module	Role	ALC	Remove
--------	------	-----	--------

8. If you need other IPAC roles outside of the Agency Administrator designation, select them from this screen following the steps above. If selecting the **RITSB** module option, enter the RITS Payroll ID in the appropriate field of the ALC column (if the **RITS Payroll ID** field is populated, the **ALC** field below it should not be populated).

https://ireg-pps.fms.treas.gov/?target_dn=erglobalid%3D2499433232331296036%2Cou%3D0%2Cou%3Dpeop - Windows Internet Explorer

IPAC Access Permissions

Please provide the permissions for this user's IPAC access.

- The **ALC 0** flag will override any value chosen in the **ALC** dropdown box.
- The **RITS Payroll** text box value will override any value chosen in the **ALC** dropdown box.

Module	Role	ALC	ALC 0
<div> <div></div> <div> BYSLB ENROL IPACB RITSB TRACB </div> </div>			<input type="checkbox"/>
RITSB		RITS Payroll ID: <input type="text"/> ALC: <input type="text"/>	<input type="checkbox"/>

IPAC Enrollment and Account Modification

9. When all needed module/role/ALC combinations appear in the **Current Permissions** section, click **OK**.

Module	Role	ALC	ALC 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Current Permissions



Module	Role	ALC	Remove
ENROL	Administrator	00000220	<input type="button" value="Remove"/>

10. When the **Account Information** page reopens, click **Next**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID
tisusr05

Admin Role

Modules, Roles, and ALCs

☐

Suspended Due to Inactivity?

11. When the **Request Account: IPAC** page appears, click **Request Account**.

Request Account: IPAC

Click Request Account to submit a request for a new account on IPAC

User ID: tisusr05
Account type: IPAC

IPAC Enrollment and Account Modification

12. When the **Request Submitted: Request Account** page appears, click **View My Requests** to view the status of the request.

Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 7632956883220539153
Date submitted: February 25, 2014 10:43:11 AM
Request type: Account Add
Account/Access: tisusr05 on IPAC

Related Tasks

- ♦ To check on the status of your request, refer to the **View My Requests** page.
- ♦ To create another request, click on [Request Account](#).
- ♦ To perform other tasks go to the [Tivoli Identity Manager Home](#) page.

13. When the **View My Requests** page opens, the status of the request will be visible. To view request details, click **Account Add** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request. When the request has been completed (approved or rejected), the status will change accordingly.

IMPORTANT NOTE: Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. For Agency Administrator (AA) access, each request will be sent to the Master Administrator (MA) for that ALC. If access requests for multiple ALCs are submitted, a separate access request will be sent to the appropriate MA for each ALC, even if the MA is the same for all ALCs to which access was requested.

Because access to multiple ALCs may be requested within a single submission, it is possible that a specific ALC access request within the submission may have been rejected by the MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If you do not receive approval requests for any ALC to which you requested access, verify whether you have the AA role for that ALC. If not, you will need to resubmit a request for AA access to that ALC as described in the Account Modification section of this guide.

View My Requests

Click the request type to view its information.

View: Show last 31 days ▾ Go

Request Type	Date Submitted ▾	Status	Account/Access
Account Add	February 25, 2014 2:49:33 PM	In Process	tisusr05 on IPAC

Request Information

Request Detail

Request ID: 7696449222154186331
Date submitted: February 25, 2014 2:49:33 PM
Request type: Account Add
Account/Access: tisusr05 on IPAC

Status Detail: Pending approval

Due date: February 28, 2014 2:49:40 PM
Approvers:

Full Name ▴

Milano MA

Page 1 of 1 Total: 1 Displayed: 1

IPAC Enrollment and Account Modification

MA Enrollment

To enroll as an IPAC Master Administrator, complete and submit [the Master Administrator Enrollment form](#) to the Treasury Support Center (TSC). For assistance or questions, please contact the TSC at 877-440-9476 or ipac@stls.frb.org.

Account Modification

1. Access the ITIM Self-Service website at <https://reg.fms.treas.gov/itim/self>. Enter your user ID and password, and then click **Log In**.

The screenshot shows the FMS Enterprise Single Sign On login page. At the top, there is a header with the FMS logo and links for "Change Password", "Forgot your Password?", "Forgot your User Id?", and "Register?". Below the header, there is a "Log In To: https://reg-pps.fms.treas.gov/itim/self" link. The main content area is titled "Select an authentication method and enter your credentials". On the left, there are three options: "Log In using your FMS:", "SSO User ID and Password", "SecurID Token", and "PKI Certificate". On the right, there is a form for logging in using FMS Single Sign On User ID and Password. The form includes fields for "User ID:" (containing "auser007") and "Password:" (containing "*****"). Below the password field are "Log In" and "Reset" buttons. There are also links for "Forgot your User Id?" and "Forgot your Password?". At the bottom, there is a warning message: "WARNING WARNING WARNING You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law." At the very bottom, there is a footer with links for "Accessibility", "Contacts", "Privacy Policy", and "U. S. Department of the Treasury - Financial Management Service".

2. The Self-Service home page will load. To modify your account, click the **View or Change Account** link in the **My Access** section.

The screenshot shows the ITIM Self-Service home page. At the top, there is a link for "CHANGE FORGOTTEN PASSWORD INFORMATION" with the text "Use this link if you need to change the information required to log in when you have forgotten your password." Below this, there is a "My Access" section. The "My Access" section has a sub-header "My Access" and a list of links: "Request Account" (Request a new account.), "Delete Account" (Delete one of your existing accounts.), "View or Change Account" (Change one of your existing accounts.), "Request Access" (Request access to items such as accounts and applications.), and "View Access" (View your access to items such as accounts and applications.). The "View or Change Account" link is highlighted with a red box. Below the "My Access" section, there is a "My Profile" section with a link for "View or Change Profile".

IPAC Enrollment and Account Modification

3. When the **View or Change Account** page opens, select the **IPAC** account type.

Welcome, Andres User

[Help](#) [Logoff](#) [Switch Application](#)

[Home](#) > View or change account

View or Change Account

Click the account type of the account you want to view or change. If you do not see your recently requested account below, click [View My Requests](#).

Account Type	User ID	Status	Description
CashTrack	auserr007	Active	
IPAC	auserr007	Active	
ITIM Service - Hosted	auserr007	Active	
Single Sign On (FSLDAP)	auserr007	Active	This Single Sign On (FSLDAP) account (user ID) will enable you to log into The Bureau of Fiscal Service's applications.

Page 1 of 1 Total: 4 Displayed: 4

[Go to Home Page](#)

4. When the **Account Information** page opens, click **Details**.

Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (*).

* User ID

tisusr07

Admin Role

Modules, Roles, and ALCs

Details

☐

Suspended Due to Inactivity?

OK

Cancel

IPAC Enrollment and Account Modification

5. **To add additional access:** When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus to select the appropriate options in the **Module**, **Role**, and **ALC** fields, and then click **OK** (see A).

To remove existing access: When the **IPAC Access Permissions** page opens, click the **Remove** button that corresponds with the ALC access you wish to remove from the account. After the row showing that ALC disappears from the **Current Permissions** list, click **OK** (see B).

https://ireg-pps.fms.treas.gov/?target_dn=erglobalid%3D7643200488974471367%2Cou%3D0%2Cou%3Dacco - Windows Inte...

IPAC Access Permissions

Please provide the permissions for this user's IPAC access.

- The *ALC 0* flag will override any value chosen in the *ALC* dropdown box.
- The *RITS Payroll* text box value will override any value chosen in the *ALC* dropdown box.

Module	Role	ALC	ALC 0
IPACB	IPAC Reports	00001420	<input type="checkbox"/>

Add **OK** Cancel

Current Permissions

Module	Role	ALC	Remove
IPACB	IPAC User	11440001	<input type="button" value="Remove"/>
TRACB	TRACS Reports	11440001	<input type="button" value="Remove"/>

Module	Role	ALC	ALC 0
IPACB	IPAC Reports	00001420	<input type="checkbox"/>

Add **OK** Cancel

Current Permissions

Module	Role	ALC	Remove
IPACB	IPAC User	11440001	<input type="button" value="Remove"/>
TRACB	TRACS Reports	11440001	<input type="button" value="Remove"/>

IPAC Enrollment and Account Modification

6. When the **Account Information** page reopens, click **OK**.

Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (*).

* User ID
tisusr07

Admin Role

Modules, Roles, and ALCs

☐

Suspended Due to Inactivity?

7. When the **Request Submitted: Change Account** page appears, click **View My Requests** to view the Status of the request.

Request Submitted: Change Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 8705474836176285629
Date submitted: February 28, 2014 8:05:05 AM
Request type: Account Change
Access/Account: tisusr07 on IPAC

Information Updated

No changes were made.

Related Tasks

- To check on the status of your request, refer to the **View My Requests** page.
- To change another account, click [View or Change Account](#).
- To perform other tasks go to the [Tivoli Identity Manager Home](#) page.

IPAC Enrollment and Account Modification

8. When the **View My Requests** page opens, click **Account Change** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request.

IMPORTANT NOTE: Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. Each ALC has at least one Agency Administrator (AA) and one Master Administrator (MA) who approve access requests. If multiple module/role/ALC combinations are submitted, a separate access request will be sent to the appropriate AA/MA for the ALC from each combination, even if the AA(s)/MA(s) are the same for all ALCs to which access was requested.

Because access to a variety of module/role/ALC combinations may be requested within a single submission, it is possible that one of the combinations may have been rejected by the AA and/or MA for that ALC, even if the submission appears on the **View My Requests** page with a status of “Success.” If you are unable to access IPAC with any module/role/ALC combination(s) you requested, you will need to resubmit an access request for the missing module/role/ALC combination(s) by recompleting steps 1-6 above.

View My Requests

Click the request type to view its information.

View: Show last 31 days ▾ Go

Request Type	Date Submitted ▾	Status	Account/Access
Account Change	February 28, 2014 8:05:05 AM	In Process	tisusr07 on IPAC

Request Information

Request Detail

Request ID: 8705474836176285629
Date submitted: February 28, 2014 8:05:05 AM
Request type: Account Change
Account/Access: tisusr07 on IPAC

Status Detail: Pending approval

Due date: March 3, 2014 8:05:07 AM
Approvers:



Full Name ▴
Demo Sup
IPAC Test
Milano MA
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